

Room Readiness Checklist

Site Management Name:

Room Number:

Date:

Time:

1. Door

Maintenance Check

Yes/No

Door can open with keycard

Door can close

Door can lock

2. Lights

Maintenance Check

Yes/No

(2) Entry Lights Works

(2) Bedroom lights works

Vanity Light (above sink) works

Bathroom light works

3. Television/ TV Remote

Maintenance Check

Yes/No

TV turns on

TV screen is working

Volume and Channel buttons are working

4. Microwave

Maintenance Check

Yes/No

Microwave turns on

Microwave is clean

5. Phone

Maintenance Check

Yes/No

Phone is plugged in

Phone can call out

6. Refridgerator

Maintenance Check

Yes/No

Refridgerator is clean

Refridgerator is cold

7. Sink

Maintenance Check

Yes/No

Sink is clean

Sink turns on

Hot water is working

Cold water is working

Sink is draining

8. Toilet

Maintenance Check

Yes/No

Toilet is clean

Toilet can flush

9. Shower/Bathtub

Maintenance Check

Yes/No

Bathtub is clean

Hot water is working

Cold water is working

Shower is working

Shower Curtain is available

10. AC

Maintenance Check

Yes/No

AC remote is working

AC is turning on

AC is getting cold

AC is getting hot (Heater function)

11. Overall Room Quality

Maintenance Check

Yes/No

Strong Room Odor

Drawers are clean

Plumbing is leaking

Notes: